

Dear First Year Seminar Faculty:

I serve as the Director of Student Success & First Year Experience here at SJU. One of my roles is to oversee the budget for First Year Seminar Student Engagement Activities.

According to the 2008 *Comprehensive Curriculum Review Final Report*, the rationale for the First Year Seminar is to initiate students into a community of learners. The FYS course should serve as “a bridge between learning inside and outside the classroom” and instructors are encouraged to include supplemental activities such as “guest lecturers, museum trips, attendance at local cultural events and/or field excursions” (CCR Final Report, pp. 17 and 24).

Any faculty member teaching a First Year Seminar who is considering planning a program or local excursion for their students to supplement classroom learning is allotted up to \$15 per student per course to cover expenses. The budget for the seminars is to be used at your discretion to broaden the students’ educational experiences and to make them more comfortable as they transition to college level learning. Funds are not to be used to award competitive prizes or gifts. Anticipated expenses will cover such things as:

- Admission tickets for cultural excursions
- Transportation costs
- Guest speaker honorarium
- Social events and refreshments (inside or outside of class)

The goal of this program is to create added value to the student experience in your course, and therefore any planned activities or events should be designed intentionally with this purpose in mind.

The University does not give cash advances. Faculty members are asked to pay for the costs upfront and then submit receipts for reimbursement to The Success Center (Bellarmine Hall - G10). Receipt documentation that is accurately submitted with a Request for Funds Form will be sent promptly to the Office of Financial Affairs for reimbursement.

For more information about the process and to begin planning your event, please [Click Here](#).

Thank you for your efforts on behalf of our students.

Regards,  
Dan

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